CITY OF KENT POSITION DESCRIPTION

Position Inventory Number	r:			
Classification Specification	n: ADMINISTRATIVE ASSISTANT 2			
Salary Range:	NR 27			
Position Description:	Administrative Assistant 2			
Incumbent:				
Location: Administrative Services				

GENERAL PURPOSE

Under the direction of the Chief of Police or his designee, perform a wide variety of complex and responsible department-wide administrative support duties; process administrative details not requiring the immediate attention of the Chief.

Work is characterized by difficult, complex and confidential administrative assistance duties for a department director. This classification maintains a higher level of responsibility and degree of specialization. The duties of this position affect department-wide operations. The incumbent is required to have the ability to make decisions and take responsibility for such decisions. Incumbent is also required to exercise a substantial amount of tact, independence, judgment, and initiative.

Work is performed under limited supervision. Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results. Supervisor set the overall objectives and resources. Incumbent is frequently involved in politically sensitive issues and may be required to deal with unusual situations where only limited standardization exists.

REPORTS TO:

Chief of Police

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serve as confidential administrative assistant to the Chief of Police, relieving the Chief of a variety of clerical, technical and administrative, department-wide duties; serve frequently as liaison between the Chief and the public, management and other City employees.

Collect, compile, and coordinate statistical data and other information for inclusion into special and periodic reports; prepare special reports as necessary; research and analyze information and establish appropriate report formats; prepare Council agenda items and back-up materials as required.

Coordinate staff input regarding special and periodic reports; prepare and assemble agenda materials; review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.

Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of department functions and programs; represent division as required. Confer with the Police Chief or designee to receive assignments, instructions and information; maintain appointment schedule as assigned.

Conduct independent research and analysis concerning administrative assignments; evaluate information and recommend alternative courses of action.

Assist callers by relaying messages, answering questions, responding to requests, resolving problems, explaining City policies and procedures and referring callers to others as appropriate.

Train, supervise and evaluate other staff as assigned; plan and coordinate work flow to assure timely and efficient office support.

Open, read and route mail; denote important sections of mail for the attention of supervisor prepare preliminary responses to correspondence for supervisor approval; determine action to be taken; request, follow-up and verify same.

Establish and maintain complex, inter-related filing systems; maintain payroll and personnel records for the division; order and maintain office supplies.

Prepare a variety of correspondence, memoranda, reports and other material; record and prepare minutes from a variety of meetings; arrange and schedule a variety of meetings, conferences and travel; attend meetings as assigned.

Operate a variety of office equipment including computer terminal as required.

Become familiar with, follow, and actively support the mission, vision, values, and behavior statements of department and the City.

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PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Rules, regulations, laws and policies concerning the City of Kent.
- Accounting and purchasing
- Organizational structure, polices, procedures, objectives, functions and activities of municipal government
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Research and analysis methods and techniques
- Basic principles and practices of governmental budgeting, accounting and purchasing, including preparation, monitoring, transferring, and reporting
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- · Technical aspects of field of specialty.

SKILLED IN:

- Effective use of Interpersonal skills using tact, patience and courtesy.
- Use of oral and written communication skills
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Telephone techniques and etiquette.
- Basic research and analysis and techniques.
- Effective use of modern office practices, procedures, and equipment including personal computers and related software such as word processing software and its graphic related functions, and spreadsheet programs.

ABILITY TO:

- Perform difficult and complex administrative assistance and relieve the Police Chief of administrative details.
- Learn to interpret and apply City laws, rules, and policies.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work independently with minimal direction.
- Establish and maintain effective and cooperative working relationships with others.
- Meet schedules and time lines.

- Plan and organize work to meet schedules and timelines.
- Compose and edit complex correspondence and reports independently.
- Communicate effectively both orally and in writing.
- · Assemble diverse data and prepare reports.
- Maintain complex and inter-related files and records.
- Learn quickly to apply specific rules, policies and procedures of the Kent Police Department.
- Operate a variety of standard office equipment including computer terminal or P.C.
- Analyze situations accurately and adopt an effective course of action.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

Education: High school diploma, general education degree (GED), or equivalent,

supplemented by two (2) years college level course work or training in public or business administration, office management, administrative

assistance/secretarial training, or a related field; and

Experience: Four (4) years of increasingly responsible administrative support

experience including at least two (2) years of experience performing

administrative support for an administrator/director.

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS

Must be able to obtain a Notary Public License within six months of hire.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax machine, calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and arms and type on keyboard for

extended periods of time. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Revised:

10/05/07

Work is performed indoors in a typical office environment, subject to frequent interruptions by walk-in citizens, employees, telephone calls and inter-office activities. May be exposed to individuals who are irate or hostile. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while retrieving/delivering supplies/documents. The noise level in the work environment is usually moderate.

SIGNATU	RES:			
Incumbent	t's Signature	Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee Dat		Date	Employee Services Director/Design	gnee Date
**Note:		oosition b	wed and updated yearly at time of pecomes vacant; or, if position of	